



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Senior Citizens Advisory Board September 19, 2017

1. **Call to Order/Roll Call:** Vice Chair Green called the meeting of the Senior Citizens Advisory Board to order at 9:01 a.m. Board Members Present: Vice Chair Green, Carmichael, Chu, Hayes, Luzaich, Tracey, and Treasurer Hornung. Board Members Absent: Chair Goff. Staff Present: Burns, Brewer, Tessier, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Green led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Chu/Carmichael** to approve the minutes of the August 15, 2017 meeting. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – August 2017 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Supervisor Tessier commented that class attendance numbers are difficult to record because of the classes being held in two separate locations. Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for August 2017.
 - c. Receive and File Minutes of Program Committee and Events Committee – Supervisor Tessier told the Board that San Bruno Cable would be hosting an informational presentation at the Senior Center in October.
 - d. Purchase of Memorial Bench at the Bocce Ball Court – Supervisor Tessier told the Commission she received \$500 in donations for a memorial bench in Kenneth Kreisel's memory to be installed at the new bocce ball court. The cost of the bench would be \$1,000 so staff is requesting the additional \$500 from the Senior Advisory Board Trust Fund for the purchase of the bench. **MSC Carmichael/Luzaich** for \$500 from the Senior Advisory Board Trust Fund to be given for the purchase of a memorial bench at the Bocce Ball Court for Kenneth Kreisel. Approved unanimously.
 - e. Board Input on Repair/Replacement of Senior Center Multi-Purpose Floor –

Director Burns updated the Board on the reconstruction of the stage in the Senior Center. The structural engineer and architect who are working on the new design of the stage have discussed the ADA requirements for access to the stage with staff. There is an option of a lift or a ramp to the stage and the Board discussed it and unanimously prefers a lift instead of a ramp. Director Burns added that City Council approved an emergency ordinance to waive the state law requirement of the public bidding process which will expedite the reconstruction process for the Senior Center. Director Burns asked for the Board's preference on whether they preferred to patch the damaged areas of the floor with similar flooring or if they preferred to take this time to replace the entire floor. Board Member Hayes asked if staff had a timeline for how long a complete replacement of the floor would take and Director Burns responded that her estimate would be about 2-3 weeks. Board Member Luzaich asked if the Senior Center would have to be closed during the replacement of the floor and Director Burns responded that the multi-purpose room would be completely closed. Board Member Luzaich expressed her concern for the Senior Center having to close for 2-3 weeks and the possibility of losing regular patrons of the Senior Center because of it. Director Burns also told the Board they could approve a temporary wall to be placed in the multi-purpose room to allow some programming as well as the senior nutrition lunch program and bingo to resume in the Senior Center. The Board discussed it and a majority of the Board recommended to keep the senior nutrition lunch program at the Veterans Memorial Recreation Center until all construction is complete and build a temporary wall in the multi-purpose room to allow for some programming and the Nutrition Site Council Bingo on Thursday nights to resume. **MSC Carmichael/Tracey** to replace all the flooring in the multi-purpose room using the Senior Center Trust Fund up to \$40,000. Approved unanimously.

8. UNFINISHED BUSINESS:

- a. Update on Senior Center Construction – Superintendent Brewer told the Board that the deck replacement will likely be completed following the reconstruction of the Senior Center.
- b. Update on the Bocce Ball Court Replacement – Superintendent Brewer told the Board that the bocce ball court replacement should start in October.

- 9. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Chu told staff that bread sales sometimes start earlier than planned and the volunteers are not ready and Superintendent Brewer responded that she will remind all volunteers that no bread sales should begin earlier than 9:00 a.m. Board Member Chu also asked if some of the staff parking can be opened up at the Veterans Memorial Recreation Center for Senior Center patrons. Director Burns responded that the number of employee parking areas correspond with the number of regular full time employees. Superintendent Brewer added that the Senior Center bus is available for people who park in the Senior Center or Pool parking lots to the Recreation Center. Board Member Chu asked if there was an update on reimbursing St. Robert's Church for the use of their facility for the senior nutrition lunch program. Director Burns responded that payments had been sent out to both the church and school for use of their facilities and supplies along with a thank you letter from the Mayor and Board Chair.

- 10. ITEMS FROM STAFF:** Superintendent Brewer told the Board their annual presentation to the City Council would be taking place on September 26, 2017 and they discussed the contents of it and who would present it.

11. **ADJOURNMENT:** Vice Chair Green adjourned the meeting at 10:36 a.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
Community Services